

# PERSONAL DAILY ACHIEVEMENT (PDA)

Associate: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Week of: \_\_\_\_\_ Email: \_\_\_\_\_

| Day/Date:                 | Sunday  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------------------|---|--------|---------|-----------|----------|--------|----------|
| PDA calls:                |   |        |         |           |          |        |          |
| Goal:                     |   |        |         |           |          |        |          |
| # Presentations:          |   |        |         |           |          |        |          |
| # Sales:                  |   |        |         |           |          |        |          |
| # Referrals:              |   |        |         |           |          |        |          |
| # Recruits:               |   |        |         |           |          |        |          |
| Stats from previous week: | Total Presentations _____ Total Sales: _____ Closing %: _____ Total Referrals: _____ Ref/appt: _____ Total Recruits _____ |        |         |           |          |        |          |

**This Week's Plan:** "What you do TODAY, determines how much you make tomorrow!"  
*Fill in each day with trainings, call times, and booked presentations*

| Time     | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------|--------|--------|---------|-----------|----------|--------|----------|
| 8:00 am  |        |        |         |           |          |        |          |
| 8:30 am  |        |        |         |           |          |        |          |
| 9:00 am  |        |        |         |           |          |        |          |
| 9:30 am  |        |        |         |           |          |        |          |
| 10:00 am |        |        |         |           |          |        |          |
| 10:30 am |        |        |         |           |          |        |          |
| 11:00 am |        |        |         |           |          |        |          |
| 11:30 am |        |        |         |           |          |        |          |
| 12:00 pm |        |        |         |           |          |        |          |
| 12:30 pm |        |        |         |           |          |        |          |
| 1:00 pm  |        |        |         |           |          |        |          |
| 1:30 pm  |        |        |         |           |          |        |          |
| 2:00 pm  |        |        |         |           |          |        |          |
| 2:30 pm  |        |        |         |           |          |        |          |
| 3:00 pm  |        |        |         |           |          |        |          |
| 3:30 pm  |        |        |         |           |          |        |          |
| 4:00 pm  |        |        |         |           |          |        |          |
| 4:30 pm  |        |        |         |           |          |        |          |
| 5:00 pm  |        |        |         |           |          |        |          |
| 5:30 pm  |        |        |         |           |          |        |          |
| 6:00 pm  |        |        |         |           |          |        |          |
| 6:30 pm  |        |        |         |           |          |        |          |
| 7:00 pm  |        |        |         |           |          |        |          |
| 7:30 pm  |        |        |         |           |          |        |          |
| 8:00 pm  |        |        |         |           |          |        |          |
| 8:30 pm  |        |        |         |           |          |        |          |
| 9:00 pm  |        |        |         |           |          |        |          |
| 9:30 pm  |        |        |         |           |          |        |          |